

Officer Accessions Recruiter (OA) (8R000)

* Indicates changes

1. This Command Job Qualifications Standard (CJQS) pertains to SDI 8R000 Air Force recruiting personnel. Tasks listed in Column 1 of the attachments are the most common tasks, knowledge, and technical references necessary for noncommissioned officers to perform their duties. This CJQS will remain in effect until superseded or rescinded, regardless of the date of the STS. Tasks are functionally grouped by subject to aid in the training process.

2. An asterisk (*) identifies critical tasks. These tasks will have documented training within the first 60 days, regardless of the time phase of the task. * Each task will be evaluated using one of the following three proficiency levels: **Satisfactory** level indicates the recruiter can do all parts of the task, needs only a spot check to complete work, and meets local demands for speed and accuracy while meeting production requirements. **Adequate** level means they can do most parts of the task, needing help only on the hardest parts of the task. **Unsatisfactory** level means that the trainee is unable to do simple parts of the task and needs to be shown how to do most of the task. Demonstration/Performance Training on all tasks will be accomplished until the **satisfactory** level is reached.

3. Evaluations will be conducted at the third, sixth, ninth, twelfth (if required) and fifteenth (if required) month points. The evaluation may take place anytime during the month they are required. Certifications may take place anytime after the sixth-month training evaluation.

* Any critical task (those identified by (*) on the JQS) rated unsatisfactory will result in the entire evaluation receiving an unsatisfactory. The evaluator must adhere to time phases identified for each task. Record reviews by the squadron trainer and the superintendent is required for all unsatisfactory evaluations. They will ensure that the flight chief has properly identified the training deficiencies using JQS identifiers and prepare an effective training plan to correct these deficiencies. The squadron superintendent will approve the training plan and ensure it is followed.

4. All JQS tasks have been time phased according to the critical nature and mission impact that each task may carry. Time phasing explained: The first number indicates the earliest a task may be closed and the second number indicates the time at which the task should be rated satisfactory. Example: A task time phased (6-9) means the earliest the task may be closed is the six-month, and the ninth month is when the satisfactory level must be achieved. Training will be given to each trainee by providing an overview, technical discussion, task demonstration, and finally, trainee performance. Ultimately the trainee must be able to perform a given task without assistance. Feedback and thorough evaluation are essential elements that must be included in each training session.

5 Supervisors and trainees are responsible for the accuracy of this JQS. The completion of the JQS form will be accomplished in the following manner. The training start date will be the date the trainee is assigned to the flight and will be annotated at the top of each page of the JQS. Each time the primary trainer provides training on any task, annotate the date in the first available block next to the task and have trainee initial in the block provided underneath. Repeat this each time you train, until they perform the task at the satisfactory level. When the satisfactory level is reached, annotate the date on the far right of the task and the primary trainer's initials directly below the date.

6. Training from the primary trainer will be documented directly on the JQS. Use AF Form 623a if the trainee is failing to progress or receives an unsatisfactory rating on a task or evaluation. All training on unsatisfactory tasks will be documented on AF Form 623a until the satisfactory level is reached. Training from other than primary trainer (squadron trainer, marketing, etc.) will be documented on the AF Form 623a and annotated on the AF Fm 1098 (i.e., MEPS, Admin., etc.). Supervisors are responsible for the training of recruiters under their supervision.

Flight Chief and Recruiter's Initials and Date

Supersedes CJQS 8R000-003, 1 November 1997
OPR: HQ AFRS/RSOT

Approved by: Col Ronald A. Seyle
Distribution: F (Recruiting)

TRAINING START DATE:	ATTACHMENT 3 OFFICER ACCESSIONS RECRUITER (JQS)					
TASKS, KNOWLEDGE AND TECHNICAL REFERENCES KEY: “H” applies to health professions recruiters and “O” applies to OTS	DATES & TRAINEES INITIALS WHEN DEMONSTRATION/PERFORMANCE TRAINING IS ADMINISTERED NOTE: DATE IN UPPER BLOCK AND INITIAL IN LOWER BLOCK					COMPLETION DATE AND F/C INITIALS
1. Initial Orientation (1-15 Days) NOTE: As each item is covered, F/C dates and initials in completion block only.						
A. Set Standards: (1) Dress and Appearance (2) Duty Hours (3) Integrity						
B. Set Expectations (Some Examples Are): (1) Telephone Contacts (2) Telephone Appointments (3) PIRs, Physicals, Applications, and COIs						
C. Review Training Requirements: (1) Critical Tasks (2) Time Phasing (3) Establish Training Plan						
D. Fraud, Waste & Abuse (FWA): (1) GSA Credit Card (2) Stamps (3) Bus Tickets						
E. Safety (1) GSA Vehicle Operation Hours (2) On-Duty/Off-Duty Safety (3) Squadron Safety Policies						
2. Process Knowledge (1-3 Month Time Phase Tasks)						
*A. Demonstrates how to prepare initial interview forms.						
*B. Demonstrates proficiency in preparation of applications and forms, by specialty programs using program announcements and application guides.						
*C. Demonstrates ability to verify licensure of health care professionals to include DEA if Applicable.						
*D. Can demonstrate pay computation and determine grade eligibility of applicants.						

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E. Demonstrates ability to process applications on members of the Reserve and Guard, or who otherwise hold commissioned/enlisted status in any other branch of service.						
F. Can explain "specified periods of time contracts.						
G. Demonstrates the ability to counsel applicants on active duty service commitments.						
*H. Schedules applicants/selects for all stages of processing. For OTS applicants this includes testing, physicals, DEP and EAD.						
*I. Conducts quality control checks on applications, to include the physical exam, prior to submission.						
J. Demonstrates knowledge of the application processing procedures at RS and AFPC.						
K. Understands and is able to explain policy governing oath and commissioning procedures.						
L. Is able to assist officer accessions selects with arranging shipment of household goods and obtaining TRs and advance travel pay.						
M. Understands and is able to explain policy governing oath and commissioning procedures.						
N. Is able to assist health professions selects with arranging shipment of household goods and obtaining TRs and advance travel pay.						
3. Process Knowledge (1-6 Month Times Phase Tasks)						

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A. Demonstrates how to convert GPAs from quarter to semester hours and arrive at a GPA using transcripts from each 2- and 4-year school attended.						
*B. Understands what additional statements are required as part of the application (NES, preservice marijuana usage, etc.).						
*C. Understands what type of physical (commissioning, Flight Class I, IA, II, III) is required for each applicant.						
D. Demonstrates how to schedule and obtain supplemental medical information as a result of an HQ AETC/SGPS request.						
E. Understands the procedures for a selected applicant who declines IAW AETCI 36-2002, Chap 3, Para 3.24)						
F. Demonstrates how to ensure a predeparture interview is scheduled with the squadron Commander within 15 days of class start.						
G. Understand and can explain how the specialty consultant and SG consultant interview process works.						
4. Program Knowledge (1-6 Month Time Phase Tasks)						
NOTE: The following items may apply to both "H" and "O" recruiters. This will depend on the policy of the squadron.						
A. Demonstrates thorough working knowledge of applicant eligibility criteria for assigned SR: (AFI 36-2005, AETCI 36-2002, and specific program announcements)						
1. Nurse Corps: a. Fully Qualified Nurse b. Nurse Specialist (includes CRNA HPSP) c. Nurse Transition Program						

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2. Medical Corps: a. Financial Assistance Program b. Fully Qualified Physicians						
3. Dental Corps: a. Advanced Education General Duty (AEGD) b. General Duty Dentist (GDD), Dental Specialist						
4. Biomedical Science Corps:						
5. Medical Service Corps:						
6. Health Professions Scholarship Program:						
B. Can explain the structure and functions of Air Force Medical Service.						
C. Demonstrates understanding of the Army, Navy, and civilian health care systems and can explain the advantages of the Air Force system over each type of practice.						
*D. Can establish a strong school program to include: school folders, obtaining lists, visitation game plan, and establishing influencers.						
E. Demonstrates familiarity with on-campus faculty and agencies that can assist with recruiting efforts, i.e., registrar, ROTC, premed clubs, journal clubs, etc.						
F. Demonstrates how to participate in college career fairs for the purpose of obtaining leads.						
G. Establishes rapport with hospitals and other professional organizations that employ and could refer qualified leads, i.e. County Medical Society, District Nurse Spec. Assoc.						

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H. Establishes centers of influence (COI) with key agencies and personnel (AFRES, ANG, etc.)						
*I. Demonstrates how to conduct lead generating activities, i.e. obtaining lists, RGMs, local ads, one-on-one COIs, Group COIs, and phone power.						
J. Understands and coordinates the planning and implementation of MEDRAP, HPDET, conventions, and local base tours.						
5. Product Knowledge (1-9 Month Time Phase Tasks)						
A. Demonstrates the use of advanced phone power techniques. 1. Opening 2. Gaining prospects interest						
3. Scheduling appointments 4. Qualifying 5. Concluding						
B. Demonstrates the use of advanced sales techniques (PSS). 1. Uses opening by Proposing an Agenda, Stating the Value, Check for Acceptance						
3. Uses open and closed probing techniques to explore the customer's: a. Circumstances b. Needs						
C. Uses supporting techniques to: 1. Acknowledge the Need 2. Describe Relevant Features/Benefits 3. Check for Acceptance						
C. Uses proper closing techniques: 1. Review 2. Propose Next Steps 3. Check for Acceptance						

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D. Can Resolve: 1. Skepticism						
F. Can Overcome Customer Indifference						
G. Documents paperwork using needs satisfaction selling verbiage.						
H. Uses strategic planning. 1. Call objectives						
3. School Visits 4. Pluses/Minuses/Hot button issues 5. Key events/action steps						
I. Can sell continuing education benefits to OA applicants (AFIT, TA, CEUs etc.)						
J. Can sell Air Force career progression and professional development opportunities to OA applicants.						
K. Uses literature, brochures, and sales aids available on all health professions programs to sell OA applicants.						
L. Can sell the curriculum and purpose of OTS & Commissioned Officer Training (COT) to OA applicants.						
M. Demonstrates use of conversational leadership techniques.						
N. Demonstrates a complete knowledge of AETCI 36-2002, Chapter 3, OTS Recruiting Requirements and Chapter 7, HP Recruiting Requirements.						

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